

# Hotshot Crew

# Checklist #13

**Location:**

**Date:**

**Respondent:**

**Reviewed By:**

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
<b>CREW ADMINISTRATION</b>		
	1. Crew meets national organization guidelines (per Interagency Hotshot Crew Operations Guide (IHCOG) Chapters 20, 23) including: a) superintendent b) crew supervisor c) squad leaders.	
	2. Qualifications are met (per IHCOG Chapters 20, 24) for: d) superintendent e) crew supervisor f) squad leaders.	
	3. Crew has participated in a documented tailgate safety session weekly or at the beginning of each project.	
	4. Crew is familiar with job hazard analysis process, unit safety plan and can readily access this information.	
	5. Radio operations meet requirements of: a) minimum number of radios b) knowledge of radio programming c) understand frequency authorization and use issues d) cloning cables / plugs.	
	6. Crew is familiar with location of safety items, such as first aid kit and fire extinguisher.	
	7. Crew has completed the following training (per agency standards): a) annual fire fighter safety refresher and understands/can apply the 10 Standard Firefighting Orders, 18 Watch Out situations, and LCES	

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	b) fire shelter drills and field exercises (per IHCOG Chapter 30) c) defensive driving d) first aid, blood-borne pathogens, CPR e) hazardous materials awareness/MSDS f) basic helicopter safety as appropriate to their aviation activities) g) chainsaw (S212 or equivalent) h) power tool training i) the risk management process j) wildland/urban interface k) pumps/water handling l) other.	
	8. Crew members meet all qualifications required of their positions, including completion of pack test, and have current red cards.	
	9. Individual files document experience and are current in the agency's qualifications system.	
	10. Crew members have attended employee orientation to include: a) mutual respect/civil rights b) local resource management issues (noxious weeds, riparian areas, cultural sites, wilderness, etc.) c) roles and responsibilities/chain of command/unit organization d) other.	
	11. Crew has access to adequate training materials and equipment (training library, videos, reference materials, internet, overhead projectors, slide projectors.)	

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	<p>12. Crew participates in a physical fitness program to include (minimum requirements per IHCOG Chapters 30, 33):</p> <ul style="list-style-type: none"> <li>a) awareness of and meeting documented agency fitness program standards</li> <li>b) using the program regularly</li> <li>c) documenting and evaluating progress</li> <li>d) note time allotted for PT.</li> </ul>	
	<p>13. Superintendent and crew supervisors are familiar with administrative issues and prepare proper documents as required, such as:</p> <ul style="list-style-type: none"> <li>a) T&amp;As</li> <li>b) crew time reports</li> <li>c) fire time reports</li> <li>d) travel records</li> <li>e) accident reports</li> <li>f) training records.</li> </ul>	
	<p>14. Crew has knowledge of and meets agency mobilization standards, including: (IHCOG Chapters 20, 22, 40, 43 &amp; Interagency Business Management Handbook)</p> <ul style="list-style-type: none"> <li>a) mobilization and get away time frames</li> <li>b) driver duty limitations</li> <li>c) work/rest requirements</li> </ul>	
	<p>15. Superintendent and crew supervisor are familiar with air cargo transport limitations and requirements including:</p> <ul style="list-style-type: none"> <li>a) purging of gas receptacles</li> <li>b) air transport manifesting</li> <li>c) weight limitations</li> <li>d) safe packaging procedures for specialized equipment.</li> </ul>	

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	16. Personal fire equipment meets the following standards: a) personal protective equipment is issued and serviceable b) personal fire gear bag ready c) line gear is ready d) all equipment meets weight standard.	
	17. Crew members possess commercial drivers license where appropriate.	
<b>FACILITIES</b>		
	18. Facility meets needs of personnel/ equipment/mission.	
	19. Housekeeping standards are established and met.	
	20 Safe food handling procedures are practiced.	
	21. Facility security is adequate.	
	22. Facility is signed appropriately.	
	23. Cache inventory meets needs of resources working out of the facility.	
	24. Fire tools/kits meet standards.	
	25. Tools are properly marked and stored.	
	26. Inventory and use records are available and current.	
	27. Fire rations are adequately stored.	
	28. Adequate space is available for training functions.	
	29. Fire vehicles are adequately sheltered.	

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	30. Bulletin board includes appropriate postings such as: a) employee right-to-know information/MSDS b) organization chart c) first aid procedures d) 10 Standard Fire Orders e) 18 Watch Out Situations f) facility fire plan g) fire danger information h) fire weather information i) smoking policy j) sexual harassment policy/EEO counselors k) Department of Labor required information.	
	31. Personnel are familiar with posted material.	
	32. Safety equipment available includes: a) smoke alarms b) first aid kits c) CO detectors d) fire extinguisher e) illuminated exit signs f) equipment property number.	
	33. Agency safety inspection is complete.	
	34. Administrative space is adequate.	
	35. Provisions for mixed gender crews are adequate.	
	36. Overall facility condition, inside and out, is adequate.	
	37. Storage of flammables/hazardous materials meets standards.	

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<b>VEHICLE MECHANICAL</b>		
	38. The following engine/apparatus meets standards: a) horn b) siren c) radio d) electrical - lights e) electrical - starter f) instruments (gauges) g) tires/wheels h) chock blocks i) fuel system j) fluid levels k) air cleaners l) cooling systems m) brakes n) wipers o) steering p) exhaust q) battery/cables r) back-up alarm s) road test satisfactory.	
	39. The following cab/body parts meet standards: a) mirrors b) under-carriage c) doors/seals d) seat belts e) windows/glass f) upholstery g) clean/organized.	
<b>VEHICLE ADMINISTRATION</b>		
	40. ID numbers are displayed front/rear.	
	41. Safety inspections are made as necessary and documented.	
	42. Actual gross vehicle weight is posted and meets vehicle specifications.	

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	43. References/paperwork available include: a) accident report forms b) communications plan c) posted frequencies d) inventory (specific to compartment/location) e) use record current f) preventive maintenance records g) personnel accident/injury forms h) appropriate maps; i) current North American Emergency Response Guide Book j) crew time report book k) current credit card.	
<b>VEHICLE SAFETY AND MEDICAL</b>		
	44. Non-skid surfaces are adequate.	
	45. Fire extinguisher is current and location is identified with reflective decal.	
	46. Hazard reflectors/flares are adequate.	
	47. Emergency equipment is adequate to include: a) drinking water b) rations c) flashlights/head lamps d) appropriate spare batteries e) additional fire shelters f) additional PPE.	
	48. First aid/trauma kit is available and appropriate size; location is identified with reflective decal.	
	49. Burn kit is adequate (optional).	
<b>VEHICLE TOOLS/EQUIPMENT</b>		
	50. Jack (serviceable for GVW) is adequate.	
	51. Lug wrench is adequate.	

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	52. Tow chain, cable or strap is adequate.	
	53. Jumper cables are adequate.	
	54. Tool box with appropriate tools is adequate.	
	55. Hand tools meet inventory standards and are in good condition.	
	56. Chainsaw meets specifications including: a) clean/initial attack ready b) kit c) fuel d) starts.	
	57. Bolt cutters are adequate.	
	58. Backfiring fusee/drip torches are adequate.	
	59. Belt Weather Kit is adequate.	